Week 16
Meeting 1 Agenda: (also attended presentations today)
  ● Updates
Meeting 2 Agenda:
  ● Four up review
  ● iOS demo
  ● iteration 6 discussion (goes through to xmas), winter break plans (work, meetings/updates, etc)
  ● interim review?
  ● requirements clarifications - see comments in reqs doc
Notes:
  bring ipad on next thursday. no meeting tuesday (it's finals week)

<table>
<thead>
<tr>
<th>Progress:</th>
<th>Risks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Presentation</td>
<td>● Limited knowledge on threading in swift</td>
</tr>
<tr>
<td>● Event list, edit, delete - Danielle</td>
<td>● Memory issues with iOS application</td>
</tr>
<tr>
<td>● Map, Route - Anshul</td>
<td>● Difficulty integrating websocket support and backend</td>
</tr>
<tr>
<td>● Backend status, auth, staff, riders, etc - Randy</td>
<td>● Cookie auth may pose issues when there is no network connection</td>
</tr>
<tr>
<td>● iOS login, Manual Check in - Tyler</td>
<td></td>
</tr>
<tr>
<td>● Automatic Check in - Tyler/ Anshul</td>
<td></td>
</tr>
<tr>
<td>● Jenkins - Randy/Danielle</td>
<td></td>
</tr>
<tr>
<td>● Some Initial Testing - Danielle</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Plans:</th>
<th>Needs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Iteration 6 features, bugs</td>
<td>● iPad login?</td>
</tr>
<tr>
<td>● Mitigate memory issues with iOS application</td>
<td></td>
</tr>
</tbody>
</table>

Week 15
Meeting 1 Agenda:
  ● Updates
  ● Update architecture UMLs & design diagrams for presentation
  ● Finalize Presentation
  ● Finalize Demo features
  ● Practice presentation (timed)
Meeting 2 Agenda: PRESENTATION!

Week 13
Meeting 1 Agenda:
- Updates
- Do four up

Meeting 2 Agenda:
- Four up review
- Unscripted Bluetooth Prototype Demo - Tyler/Anshul

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**Progress:**
- Finishing event creation - Danielle
- Presentation - Randy/Danielle
- Test Plan - Randy/Danielle
- Bluetooth Prototype - Tyler/Anshul

**Risks:**
- Using Objective-C with bluetooth functionality may pose issues with using Swift
- Documentation taking away time from prototyping
- Documentation creep
- Difficulty integrating websocket support and backend

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**Plans:**
- Event list, edit, delete - Danielle
- Backend events, status, auth, riders, staff - Randy
- Map, Route - Anshul
- iOS login, Manual Check in - Tyler
- Automatic Check in - Tyler/Anshul
- Jenkins - Randy/Danielle
- More Testing - Randy/Danielle
- Status Icons - Danielle

**Needs:**
- Bluetooth beacon batteries

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Week 12

Meeting 1 Agenda:
- Updates
- Do four up
- Organize new requirements
- Discuss next iteration (estimation, thanksgiving)

Meeting 2 Agenda:
- Four up review
- Iteration 3 end feature review (demo)
- New Reqs priorities
- Iteration 4 feature plans
## Progress:
- Test Plan - Randy
- WebApp Design and Prototyping - All
- Backend auth, user creation, event creation, and chat - Randy
- Webapp setup - Anshul
- User creation web app - Anshul/Tyler
- iOS app setup - Tyler
- Event creation - Danielle

## Risks:
- Using Objective-C with bluetooth functionality may pose issues with using Swift
- Documentation taking away time from prototyping
- Documentation creep
- Difficulty integrating websocket support and backend

## Plans:
- Next Iteration Features

## Needs:
- 

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## Week 11

### Meeting 1 Agenda:
- Updates, Prototyping Status
- Do four up
- Initial website mockup
- Arch Doc Fixes
- Choose Date for interim presentation

### Meeting 2 Agenda:
- Four up review
- Potential new requirements - Danielle
- Web app design wireframes - Danielle
- Prototype Demos - All

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## Progress:
- Test Plan - Randy
- Web Sockets/Chat/PubSub Prototyping - Randy
- Bluetooth Prototyping - Tyler/Anshul
- Map Data Options + Prototype - Anshul
- Event Creation Prototype - Danielle

## Risks:
- Using Objective-C with bluetooth functionality may pose issues with using Swift
- Documentation taking away time from prototyping
- Documentation creep
- Difficulty integrating websocket support and backend

## Plans:
- WebApp Design and Prototyping - All

## Needs:
- 

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| Backend auth, user creation, event creation, and chat - Randy/Danielle when needed |
| Webapp setup - Anshul |
| User creation web app - Anshul/Tyler |
| iOS app setup - Tyler |
| Event creation - Danielle |

### Week 10

#### Meeting 1 Agenda:
- Updates
- Do four up
- Finalize Arch Doc
- Malachowsky schedule feedback
- Next Iteration Planning

#### Meeting 2 Agenda:
- Four up review
- Jenkins Status - Danielle/Randy
- Architecture Doc Review
- Login/Check-ins Full Stack Prototype Demo - Tyler/Randy
- Schedule Changes
- Next iteration plans

### Progress:
- iOS Map prototype - Anshul
- Architecture Doc - Randy, all
- Integrating iOS check ins app with backend - Randy/Tyler
- Jenkins integration + Jenkins plugins for our github project -Danielle/Randy
- Planning for next iteration - Danielle

### Risks:
- Using Objective-C with bluetooth functionality may pose issues with using Swift
- Spiral iterations don’t have enough content
- Documentation taking away time from prototyping.
- Documentation creep
- Difficulty integrating websocket support and backend
- Map tool not precise enough

### Plans:
- Test and Integration Plan - Danielle
- Bluetooth prototype - Anshul/Danielle
- Integrating iOS/web chat app with backend - Randy/Danielle

### Needs:
- 

Week 9
Meeting 1 Agenda:
- Updates
- Do four up

Meeting 2 Agenda:
- Four up review
- Map Prototype Updates Demo - Anshul
- Review with Anshul/Rick - progressively shorter planning/risk phases in overall iterations over time
- Jenkins progress update
- Risks update
- Dev Plan Update - Documentation - Tyler
- Next Iteration items - planning meeting separate?

Progress:
- iOS Map prototype - Anshul
- Review Development Plan (comparisons) - Tyler
- Architecture Doc - Randy/Danielle
- Integrating iOS check ins app with backend - Randy/Tyler
- Jenkins integration + Jenkins plug in ([link](https://wiki.jenkins-ci.org/display/JENKINS/SLOCCount+Plugin)) for our github project - Danielle

Risks:
- Using Objective-C with bluetooth functionality may pose issues with using Swift
- Spiral iterations don't have enough content
- Documentation taking away time from prototyping.
- Documentation creep
- Difficulty integrating websocket support and backend

Plans:
- Integrating iOS/web chat app with backend - Randy/Danielle
- Test and Integration Plan - Danielle
- Planning for next iteration - prioritize and schedule features - Danielle

Needs:
### Week 8

**Meeting 1:** [cancelled]

**Meeting 2 Agenda:**
- Four up review
- Dev Plan review
- iOS Check-ins Prototype Demo - Tyler
- iOS/Node Chat Prototype Demo - Danielle
- iOS Map Prototype Updates Demo - Anshul (tentative)
- Peer Review Results

### Progress:
- iOS Demos - Tyler, Anshul, Danielle
  - Map prototype - Anshul
  - Chat prototype - Danielle
  - Check ins prototype - Tyler
- Development Plan -Danielle, all
- Architecture Doc - Randy
- Look into map data options (offline map) - Anshul
- Prototyping for DB Middleware - Randy

### Risks:
- Spending too much time to explore the technologies
- Spiral iterations don’t have enough content
- Swift/iOS dev difficult to pick up
- Difficulty connecting components
- Difficulty integrating websocket support and backend

### Plans:
- Review Documentation Plan (comparisons) - Tyler
- Prototyping based on architecture/modules - All
- Architecture Doc (after iOS prototype) - Randy
- Jenkins integration + Jenkins plug in ([https://wiki.jenkins-ci.org/display/JENKINS/SLOCCount+Plugin](https://wiki.jenkins-ci.org/display/JENKINS/SLOCCount+Plugin)) for our github project - Tyler/Danielle

### Needs:
- 

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### Week 7

**Meeting 1 Agenda:**
- Updates
- Do Four-up
- iOS updates
- Automation updates (four up -> trello limitations/options, etc)

**Meeting 2 Agenda:**
- Four up review
- Waffle.io overview
- iOS demo - Anshul
- Dev plan overview (tentative)
- Midterm peer evaluation?

### Progress:
- Learning Swift + Objective-C - Danielle/Tyler/Anshul
- iOS Demo - Tyler, Anshul
- Look into how to keep Trello + individual time tracking + four ups + meeting notes up to dates - Danielle
- Look into how to update four ups with risk excel sheet - Danielle
- Look into map data options (offline map) - Anshul
- Prototyping for DB Middleware - Randy
- Waffle.io switch - Danielle

### Risks:
- Too much time documenting work.
- Documentation becoming out of sync
- Spending too much time to explore the technologies
- Spiral iterations don’t have enough content
- Swift/iOS dev difficult to pick up
- Performance issues with VM

### Plans:
- Prototyping based on architecture/modules - All
- Development Plan - Code review & documentation doc - Danielle
- Architecture Doc (after iOS prototype) - Randy
- Jenkins integration + Jenkins plug in ([https://wiki.jenkins-ci.org/display/JENKINS/SLOCCount+Plugin](https://wiki.jenkins-ci.org/display/JENKINS/SLOCCount+Plugin)) for our github project - Tyler/Danielle

### Needs:
- AJ to upgrade Xcode

**Week 6** - now includes agendas, in effort to streamline documentation which lead to eliminating separate meeting notes

**Meeting 1 Agenda:**
- Updates
- Do Four-up
- Randy timesheet, Randy/Tyler blog bio -> Danielle update blog

**Meeting 2 Agenda:**
- Four up review
- iOS progress
- Offline mapping discussion
- Issues with website updating (still)
<table>
<thead>
<tr>
<th>Progress:</th>
<th>Risks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Learning Swift - Danielle/Tyler/Anshul</td>
<td>● Too much time documenting work.</td>
</tr>
<tr>
<td>● Learning Bluetooth - Danielle/Anshul</td>
<td>● Documentation becoming out of sync</td>
</tr>
<tr>
<td>● iOS Demo - Tyler</td>
<td>● Spending too much time to explore</td>
</tr>
<tr>
<td>● MySQL, node, repo, sailsJS on the VM - Randy</td>
<td>the technologies</td>
</tr>
<tr>
<td></td>
<td>● Spiral iterations don’t have enough</td>
</tr>
<tr>
<td></td>
<td>content</td>
</tr>
<tr>
<td></td>
<td>● Swift/iOS dev difficult to pick up</td>
</tr>
<tr>
<td></td>
<td>● Performance issues with VM</td>
</tr>
<tr>
<td>Plans:</td>
<td>Needs:</td>
</tr>
<tr>
<td>● Development Plan - Code review &amp;</td>
<td>● Look into how we’re graded - how</td>
</tr>
<tr>
<td>documentation doc - Danielle</td>
<td>much documentation do we really need?</td>
</tr>
<tr>
<td>● Look into map data options (offline map) -</td>
<td></td>
</tr>
<tr>
<td>Anshul/Randy</td>
<td></td>
</tr>
<tr>
<td>● Look into how to keep Trello + individual</td>
<td></td>
</tr>
<tr>
<td>time tracking + four ups + meeting notes</td>
<td></td>
</tr>
<tr>
<td>up to dates - Danielle</td>
<td></td>
</tr>
<tr>
<td>● Look into how to update four ups with</td>
<td></td>
</tr>
<tr>
<td>risk excel sheet - Danielle</td>
<td></td>
</tr>
<tr>
<td>● Architecture Doc (after iOS prototype) -</td>
<td></td>
</tr>
<tr>
<td>Randy</td>
<td></td>
</tr>
<tr>
<td>● Prototyping for DB Middleware - Randy</td>
<td></td>
</tr>
</tbody>
</table>
### Week 5

<table>
<thead>
<tr>
<th>Progress:</th>
<th>Risks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Website set up + content - All, Tyler/Danielle</td>
<td>● Still no way to write an iOS app.</td>
</tr>
<tr>
<td>● Learning Swift - Tyler</td>
<td>● Spending too much time to explore the technologies</td>
</tr>
<tr>
<td>● Working on sails demo - Anshul</td>
<td>● Spiral iterations don’t have enough content</td>
</tr>
<tr>
<td>● Investigating iOS dev options - All</td>
<td>● Swift/iOS dev difficult to pick up</td>
</tr>
<tr>
<td></td>
<td>● Performance issues with VM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plans:</th>
<th>Needs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● MySQL, node, repo, sailsJS on the VM - Randy</td>
<td>● XCode dev environment</td>
</tr>
<tr>
<td>● Learning Swift - Danielle/Tyler/Anshul</td>
<td></td>
</tr>
<tr>
<td>● Learning Bluetooth - Danielle/Anshul</td>
<td></td>
</tr>
</tbody>
</table>
From now on, the risks will be primarily managed in the Risks excel doc, and the risks here will be on a weekly basis applicable only to the current tasks.

### Week 4 - Words words words

<table>
<thead>
<tr>
<th>Progress</th>
<th>Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Sails app demo - Anshul</td>
<td>● Taking too long to get VM</td>
</tr>
<tr>
<td>● Updates to DB UML &amp; DB Design doc - Tyler</td>
<td>● Project scheduling and risk tracking is too minimal</td>
</tr>
<tr>
<td>● Requirements Doc - Randy/All</td>
<td>● Inadequately capturing requirements</td>
</tr>
<tr>
<td>● Finalize scheduling - Danielle</td>
<td>● Still no way to write an iOS app.</td>
</tr>
<tr>
<td>● Finalize Risks - Danielle</td>
<td>● Spending too much time to explore the technologies.</td>
</tr>
<tr>
<td>● Finalize Measurements/Metrics - Danielle</td>
<td>● Spiral iterations don’t have enough content</td>
</tr>
<tr>
<td>● Project website setup - Tyler</td>
<td></td>
</tr>
<tr>
<td>● Project Plan updates - Danielle/All</td>
<td></td>
</tr>
<tr>
<td>● Ask Vallino about SE iOS dev resources/support - Danielle</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plans</th>
<th>Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>● <strong>Create Class Diagram</strong> - Anshul/Randy</td>
<td>● XCode dev environment</td>
</tr>
<tr>
<td>● Investigate iOS Development - Danielle/Randy/Tyler</td>
<td></td>
</tr>
<tr>
<td>○ Possible Alternatives</td>
<td></td>
</tr>
<tr>
<td>■ Mobile Web-app</td>
<td></td>
</tr>
<tr>
<td>■ Android / alternate environment</td>
<td></td>
</tr>
<tr>
<td>■ Access to xcode dev environment</td>
<td></td>
</tr>
<tr>
<td>■ Virtual Computer with OS 10 - <strong>NO!</strong></td>
<td></td>
</tr>
<tr>
<td>● Start Architecture Doc? - Randy</td>
<td></td>
</tr>
<tr>
<td>● Demo sails github commit - Anshul</td>
<td></td>
</tr>
</tbody>
</table>
### Week 3

#### Progress:
- SE Team account - Anshul
- Project Plan - Danielle/Anshul
- Domain Model - Anshul
- Updates to DB UML & DB Design doc - Randy/Tyler
- Investigated Node.js frameworks - All

#### Risks:
- Taking too long to decide PM tools, technology, and methodology.
- Choosing inappropriate/inadequate tech stack
- Project scheduling and risk tracking is too minimal
- Inadequately capturing requirements
- No experience/knowledge for storing race map data
- No experience with iOS or Objective-C/Swift for Mobile application
- Team members have progressively less time to devote to the project

#### Plans:
- Finish Project Plan v.1 - Danielle/All
- Create Class Diagram - Anshul/Randy
- Requirements Doc - Randy
- Get access to private repo - AJ
- Finish Domain Model - Anshul
- Setup project website - Tyler
- Setup scheduling + scheduling tool - Danielle
- Assign Rick and AJ to Trello

#### Needs:
- Git Private Repo
<table>
<thead>
<tr>
<th>Progress:</th>
<th>Risks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Initial db design - Randy</td>
<td>● Taking too long to decide PM tools, technology, and methodology.</td>
</tr>
<tr>
<td>● Project Plan - Danielle</td>
<td>● Choosing inappropriate/inadequate tech stack</td>
</tr>
<tr>
<td></td>
<td>● Project scheduling and risk tracking is too minimal</td>
</tr>
<tr>
<td></td>
<td>● Inadequately capturing requirements</td>
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<td>● No experience/knowledge for storing race map data</td>
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<td></td>
<td>● No experience with iOS or Objective-C/Swift for Mobile application</td>
</tr>
<tr>
<td></td>
<td>● Team members have progressively less time to devote to the project</td>
</tr>
<tr>
<td>Plans:</td>
<td>Needs:</td>
</tr>
<tr>
<td>● DB UML Diagram - Tyler</td>
<td>● Team Account</td>
</tr>
<tr>
<td>● Project Plan - Everyone</td>
<td>● Team Website</td>
</tr>
<tr>
<td>● Research web server/language - Everyone</td>
<td>● Bluetooth Devices</td>
</tr>
<tr>
<td>● Basic Database Middleware - Randy</td>
<td>● Git Private Repo</td>
</tr>
</tbody>
</table>
Each week you will review a four-up (Progress, Plans, Risks, Needs) chart with your faculty coach. This may or may not be done as part of the meeting with the project sponsor. This will provide a quick synopsis of project status. The chart will emphasize function over form. It does not need to be fancy. You can find an example [here](#). All four-up charts should be in a common file in reverse time order, i.e. the latest one is first in the file.

Each item in the Progress and Plans section must have the name of the responsible team member or members who contributed to the progress or is assigned the planned tasks. The level of task granularity should be down to the individual team member, or possibly a couple of team members. Indicating that several team members are all responsible for one or more accomplishments or planned tasks is too coarse a level of task granularity. Your faculty coach will use this record as documentation of the contributions that each team member has individually made to the project.

Each week, the team should identify the four or five risks that are most concerning. This list will change on a week to week basis as risks are eliminated, and new areas of the project get explored leading to new unknowns that are potential risks. It will be very rare for there to be no risks identified for a week.